

Assistant Register of Deeds

Dept: Register of Deeds

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled administrative support and technical work receiving, checking, indexing, verifying, proofing and recording legal documents, and related work as apparent or assigned. Work is performed under the limited supervision of the Register of Deeds and Assistant Register of Deeds. Performs difficult skilled administrative support and technical work recording and indexing legal instruments, ensuring accuracy of information on documents, maintaining records and files, preparing reports, and related work as apparent or assigned. Work is performed under the general direction of the Register of Deeds. Continuous oversight is exercised over Deputy Register of Deeds II.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Indexes and proofreads real estate transactions; enters information for recorded documents and plats; proofreads indexed information and makes corrections; reviews errors with deputies; verifies corrections prior to the release of documents to permanent public record.
- Scans recorded vital records, documents and plats; performs back scans of birth, death, marriage and military records as necessary.
- Verifies legal documents and maps for recording; records documents through the real estate pricing system.
- Issues marriage licenses and vital records; provides certified copies of birth certificates, death certificates and marriage licenses to the public.
- Prepares and processes amendments, legitimizations or delayed certificates of birth, death or marriage.
- Receives receipts and accounts for various forms; performs balancing of drawer accounting for daily transactions; prints and verifies fee and collection reports; completes deposit tickets; prepares reports.
- Indexes recorded vitals received from local health department and funeral homes.
- Responds to inquiries and provides direction to the public; directs customers to other county agencies as necessary.
- Assists with supervising department staff, assigning and monitoring work.
- Prepares purchase orders, purchases supplies and authorizes payment of invoices.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

Thorough knowledge of the rules, laws, practices and procedures of the Register of Deeds Office; general knowledge of North Carolina state statutes as they are related to operations of the department; general knowledge of standard office methods and procedures, business English, spelling and arithmetic; general working knowledge of office programs and policies; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to communicate effectively, both orally and in person; ability to perform a considerable volume of detailed record work; ability to type accurately at a reasonable rate of speed; ability to operate standard office machines and computers; ability to make decisions relating to assigned operations in conformance with applicable laws and policies; ability to solve problems within scope of responsibility; ability to establish and maintain effective working relationships with associates and the general public.

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Education and Experience

High school diploma or GED and three to five years experience working as a deputy register of deeds, working in records management, or equivalent combination of education and experience. Associates/Technical degree preferred.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires standing, walking and sitting and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, distance vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

North Carolina Association of Register of Deeds certification.

Competencies

Business Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

Communications: Expresses ideas and thoughts verbally; Expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects & uses appropriate communication methods

Customer Service: Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service

Dependability: Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines

Job Knowledge: Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively

Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

Relationship Building: Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints

Initiative: Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed

Assistant Register of Deeds

I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date